

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Regional Training Sessions: Savings Plus 401(k) Plan and 457 Plan Enrollment Information and Alternate Retirement Program Updates	REFERENCE NUMBER: 2006-029
DATE ISSUED: 08/11/06	SUPERSEDES:

This memorandum should be forwarded to:

**Employee Benefits Officers
Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: Department of Personnel Administration
Savings Plus Program

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Staff from the Department of Personnel Administration, Savings Plus Program (Savings Plus) will conduct training sessions for Personnel Office staff regarding recent and upcoming changes to the Savings Plus Program and the Alternate Retirement Program (ARP). We will hold training sessions at various locations throughout the State. See the chart on the next page to determine which location is closest to you.

401(k) Plan and 457 Plan Enrollment Information

We rely on you to provide valuable information to employees about their benefits. We will provide updated information regarding the Savings Plus Program to share with your employees, including:

- How to make it easier to enroll in the program
- Changes to the minimum initial deferral amount
- Improvements to the investment fund line-up

ARP Information

The ARP presentation will include an overview of the program and focus on recent developments, including:

- Employees enrolled in ARP who terminate from State service now have the option to receive a distribution.
- Converting ARP contributions to CalPERS contributions for employees approaching their 24th month in the program.

We'll hold these training sessions at the following locations. You need only attend one session.

Location	Dates and Times
Fresno CalPERS Regional Office 10 River Park Place East, Suite 230 Fresno, CA Link to Map	September 18, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.
Sacramento Corrections Training Center 1515 S Street, Kern-Colorado Room Sacramento, CA Link to Map	September 28, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.
San Francisco CalPERS Regional Office 301 Howard Street, Suite 2020 San Francisco, CA Link to Map	October 03, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.
San Bernardino CalPERS Regional Office 650 East Hospitality Lane, Suite 330 San Bernardino, CA Link to Map	October 17, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.
Glendale CalPERS Regional Office – Glendale Plaza 655 North Central Avenue, Suite 1400 Glendale, CA Link to Map	October 18, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.
San Diego CalPERS Regional Office 7676 Hazard Center Drive, Suite 350 San Diego, CA Link to Map	October 24, 2006 Morning Session: 10:00 a.m. to Noon Afternoon Session: 1:00 p.m. to 3:00 p.m.

If you are interested in attending a session, you can self-register using the following link: [Register for SPP Training](#). You will receive an e-mail immediately after successful registration to confirm your attendance. If you are unable to attend the training, please notify Savings Plus at least 48 hours before the training. You can reach us via e-mail at saveplus@dpa.ca.gov.

We look forward to seeing you.

/s/ Lura Franzella

Lura Franzella
Administrator